

EDITED TASK LISTING

CLASS: REGIONAL TESTING OFFICER (DEPARTMENT OF CORRECTIONS)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Responds in writing and/or verbally to program inquiries and concerns on the selection process to ensure compliance with the government codes (i.e., Departmental Operational Manual, Director's Rules, Penal Codes, SPB Rules, etc.) by researching civil service selection practices as needed.
2.	Performs the necessary administrative duties (i.e. budgetary, accounting, procurement, hiring, etc.) required to operate a testing center to ensure that the department hiring needs are met utilizing departmental policies and procedures as needed and/or directed by management.
3.	Represents the selection program at meetings and conferences (IPO Conference, meetings with other law enforcement agencies, branch manager meetings, etc.) to provide training information and to promote an exchange of selection process information/ideas utilizing departmental handbook materials and policies, personal history questionnaires, etc., as needed and/or directed by management.
4.	Prepares, develops and edits statistical reports (computer based spreadsheet) related to the Correctional Officer (CO) "Pipeline" (applicant count in each component of the selection process) to produce monthly updates utilizing daily applicant roster, retest schedule and CO database as needed and/or directed by management.
5.	Prepares and edits manual(s) related to the selection process to ensure compliance with departmental policies utilizing the American College of Sports Medicine Guidelines, etc., as needed and/or directed by management.
6.	Prepares, develops and edits correspondence to management, other law enforcement jurisdictions, general public, etc., relating to the selection process utilizing personal computer programs, referencing various materials (government codes, applicant exam file, department policies, etc.) as needed and/or directed by management
7.	Provides consultation to management (Parole/Correctional Administrators, Wardens, IPOs, etc.) to ensure consistency and compliance regarding the peace officer selection program utilizing Departmental Operational Manual, Director's Rules, Penal Codes, SPB Rules, etc., as needed and/or directed by management.
8.	Directs the daily activities of a Regional Testing Center by supervising and assisting staff responsible for administering the written examination, physical ability test, and written psychological test selection components to ensure the continuous flow of the CO Pipeline as dictated by departmental hiring needs.

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9.	Assist the Physical Testing and Evaluation Specialists in responding to any emergency arising during the testing process to ensure the health and safety of applicants utilizing the emergency response system and administering first aid in accordance with departmental policies and procedures.
10.	Performs program review and audits of peace officer examinations to ensure statewide standardization and compliance by analyzing and interpreting laws, rules, regulations, policies and procedures as needed and/or directed by management.
11.	Acts as liaison to institutions, parole regions and headquarters staff by analyzing, interpreting and explaining laws, rules, regulations, policies and procedures, etc., in the processing of individual service requests (conditional commitment to hire based on the successful completion of specific selection component(s) for peace officers and medical classes) as needed and/or directed by management.
12.	Supervise the administration of various entry level peace officer examinations (Parole Agent I, Correctional Counselor I, & Medical Technical Assistant) to meet the departmental hiring needs utilizing the civil service selection process as needed and/or directed by management.
13.	Provide proper maintenance and security of examination records and materials (i.e. proctor information, personal and physical/medical information, and test materials/results) to ensure consistency and compliance in accordance with Departmental Operational Manual, SPB Laws, Rules and Regulations etc., as needed and/or directed by management.
14.	Upon request, review and respond to the SPB regarding examination appeals by providing requested applicant information via copies of candidate records as prescribed by SPB laws, rules and regulations.
15.	Represents the department at SPB hearings regarding examination appeals defending the department's position utilizing interpersonal skills, professionalism, knowledge of the selection process, personnel expertise, etc., as needed and/or upon request.
16.	Trains staff to improve their skills and knowledge as well as ensuring the completion of mandatory training (i.e. first aid, CPR, EKG, new employee orientation, use of force, etc.) utilizing various methods (i.e. classroom, on the job, and mentoring) as required for the performance of their job dictated by department policy.

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17.	Educate employees in the use of established guidelines as defined in State and department policies in order to maintain a work environment free of discrimination and harassment.
18.	Provides direction to staff in the assignment of their work using schedules, activities, tasks, etc. to optimize the use of resources, following established guidelines and standards.
19.	Observe and evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board.
20.	In accordance with bargaining unit contracts and State Personnel Board Laws and Rules prepare and discuss written performance reports (IDPs or ROPs) with staff to ensure performance objectives/standards are met.
21.	In accordance with State Personnel Board Laws, Rules and Regulations facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s) as needed and/or directed by management.
22.	Initiates and participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance in accordance with bargaining unit contracts, State Personnel Board Laws, Rules and Regulations, and Department policy as needed and/or directed by management.
23.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning EEO, ADA, and other personnel practices by training, educating, and developing staff as defined by regulatory agencies and established guidelines/policies.
24.	Review the annual testing plan and make recommendations (i.e. add, delete, or change the testing priority for the Physical Testing and Evaluation Specialist classification) based on current need and list availability as needed and /or directed by management.
25.	Develops examination dates and locations for the Selection Support Section based on staff and test site availability utilizing staff schedules, community resources and applicant interest as needed and/or directed by management.
26.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.